

# Notice of Adjourned Hearing on Relief from Stay

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Notices**.
- STEP 3.** The **Case Number** screen displays.
- ☐ Insert the case number by using the YY-NNNNN format.
  - ☐ Click **Next**.
- STEP 4.** The **Event Selection** screen displays.
- ☐ Select **Notice of Adjourned Hearing on Relief from Stay** from the event list.
  - ☐ Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- ☐ Select the party filer.
  - ☐ Click **Next**.
- STEP 6.** A case verification screen displays.
- ☐ Confirm you have complied with the message reminder: *Hearing Date and Time MUST be obtained from [www.orb.uscourts.gov/calendars](http://www.orb.uscourts.gov/calendars). For Hearing Location, select MEET ME STYLE TELEPHONE.*
  - ☐ Click **Next**.
- STEP 7.** A hearing information screen displays.
- ☐ Enter the date and time in the appropriate fields; remember to select AM or PM.
  - ☐ Select the location, Meet Me Style Telephone, from the drop-down list.
  - ☐ Select the Response and Notice of Hearing Re: Relief from Stay which is associated with the hearing.
  - ☐ Click **Next**.

**STEP 8.** Click **Browse** to select the appropriate PDF to attach.

☐ Click **Next**.

**STEP 9.** A case verification screen displays.

☐ Click **Next**.

**STEP 10.** The **Docket Text: Final Text** screen displays.

☐ Confirm the docket text is correct, including the hearing information.

☐ Click **Next**.

**STEP 11.** The **Notice of Electronic Filing** screen displays.